

Proofs of Claim

When a proof of claim is filed in CM/ECF, the claim will be attached to the creditor record of the claimant. One must first locate the creditor by searching the creditor database and then enter the corresponding claim.

Most often the creditor filing the claim already resides in the creditor data base. If you are unable to find a creditor after using different search criteria, a hyperlink allows you the user to add a creditor to the case (refer to the Creditor Maintenance module for instructions on how to add a creditor).

STEP 1 Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (See Figure 1.)



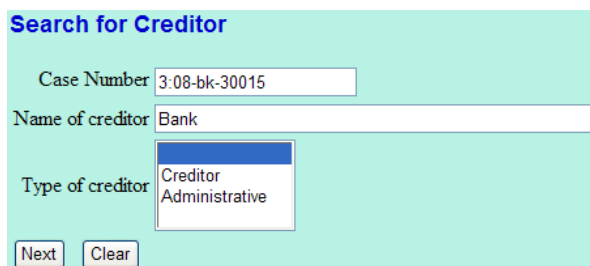
Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)



Figure 2

◆ Click on the File Claims hyperlink.

STEP 3 The **CREDITOR SEARCH** screen will display. (See Figure 3.)

Search for Creditor

Case Number 3:08-bk-30015

Name of creditor Bank

Type of creditor Creditor
Administrative

Next Clear

Figure 3

- ◆ Click in the **Case Number** box and enter the correct case number in YY-NNNNN format.
- ◆ Enter the **Name of creditor** filing the claim. Additional search clues are shown below.

Search Hints for Creditor Database:

1. Searching is case sensitive. (Smith not smith)
2. Include punctuation. (O'Brien or Garcia-Barrera)
3. Partial names can be entered. (Smi)
4. Significant words or names are effective. (Radio for Radio Shack and Northwest Radiology)
5. Try alternate search clues if your first search is not successful.
6. Wild cards are not required but may be used.

- ◆ Click **[Next]** to search the creditor database for this claimant.

STEP 4 The **CREDITOR SELECTION** screen will then display the creditor(s) who match the search criteria. **(See Figure 4)**

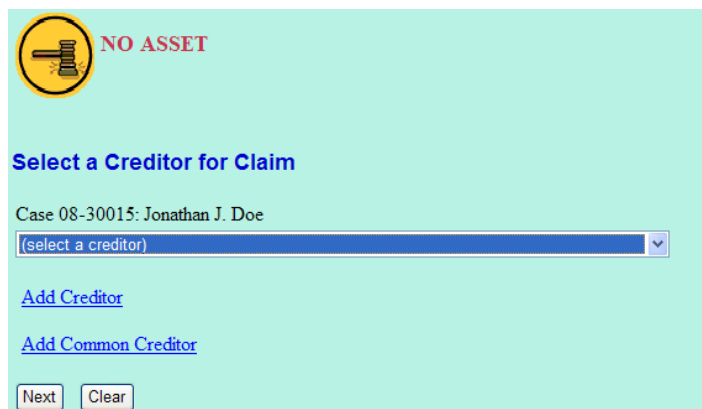


Figure 4

NOTE: If no search criteria was entered in the search Name of Creditor field, all creditors belonging to the case will be found. Click on the drop-down arrow to display all of the creditors **(See Figure 4)**

- ◆ Select the desired creditor by clicking on it with your mouse if using the drop-down select window.

If you are unable to find a creditor after using different search criteria, the Add Creditor hyperlink allows you to add a creditor to the case (refer to the Creditor Maintenance module for instructions on how to add a creditor).

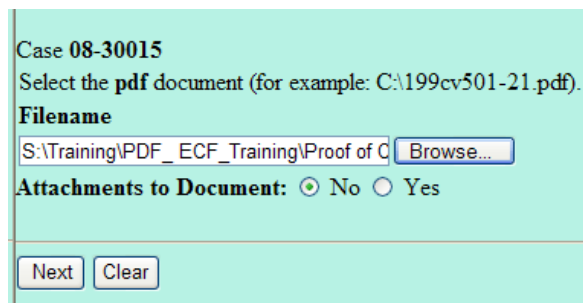
- ◆ A popup window may appear. It lists the numbers of the claims that have been filed for that creditor (if a claim is no longer owned by that creditor, its number appears in parentheses).
- ◆ Click **[Next]** to continue adding a Proof of Claim.

STEP 5 The **PROOF OF CLAIM INFORMATION** screen displays fields for each claim. (See Figure 5.)

Proof Of Claim Information For				
5154 - Bank of Louisville P O Box 1706 Louisville KY 40202				
Case Number: 08-30015	Amends Claim #: <input type="text"/> <input type="button" value="Find"/>		Filed By: Creditor <input type="button" value="v"/>	
Last Date To File:	Date Filed: 09/04/2008			
Last Date To File(Govt):				
Amount Claimed				
Unsecured	Secured	Priority	Unknown	Total (Display Only)
<input type="text" value="50.00"/>	<input type="text" value="10.00"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="60.00"/>
Description: <input type="text"/>				
Remarks: <input type="text"/>				
Amend options: <input type="radio"/> Clear all Amounts				
<input type="button" value="Next"/> <input type="button" value="Clear"/>				

Figure 5

- ◆ Enter the data in the appropriate fields for the claim. **Do not** enter the "\$" or commas in the dollar amount fields. Values default to whole dollars. Decimals are accepted but not required.
- ◆ The **Filed By** field offers the options of attorney, creditor, debtor, or trustee.
- ◆ The **Description** and **Remarks** fields will appear on the Claims Register. Both fields are 60 characters long.
- ◆ When you have completed this screen, click **[Next]** to associate the PDF file of the claim with this filing.

STEP 6 The **PDF Document** screen displays. (See Figure 6.)**Figure 6**

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
- ◆ The **PDF Document** screen will reappear displaying the complete path of the associated PDF document that was selected.
- ◆ PDF **attachments** to claims (contracts, invoices, or other supporting documents) can be linked to this claim. To attach supporting documents, click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach the PDF document.

NOTE: Please note that the PDF file of this claim is not an **attachment**. An **attachment** is other supporting document or collateral information.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

- ◆ Click **[Next]**.

STEP 7 The **NOTICE OF ELECTRONIC CLAIMS FILING** is then produced and displayed. (See Figure 7.) This claim is now part of the official court record.

U.S. Bankruptcy Court
Western District of Kentucky

Notice of Electronic Claims Filing

The following transaction was received from Attorney, Joseph on 9/4/2008 at 3:01 PM EDT

Case Name: Jonathan J. Doe
Case Number: [08-30015](#)
Bank of Louisville
Creditor Name: P O Box 1706
Louisville KY 40202
Claim Number: [2](#) [Claims Register](#)
Total Amount Claimed: \$60.00

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: S:\Training\PDF_ECF_Training\Proof of Claim.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=996699402 [Date=9/4/2008] [FileNumber=19823-0] [7
aefbe2ab7a67e2267a6ba9cb92888b79b7918ad670e4d85a3f69d0691e4d932fb6ae84
0360178ab5853a249183f0a2172de1fbd5476a4f326e47c0fbd48d889]]

08-30015 Notice will be electronically mailed to:

Figure 7

- ◆ Clicking on the case number hyperlink on the **Notice of Electronic Claims Filing** will present the case docket report.
- ◆ Clicking on the document number hyperlink displays the PDF image of the claim itself. If the claim includes imaged attachments, they will be accessible also through a separate hyperlink.
- ◆ Clicking on the **Claims Register** hyperlink will present the claims register for the case.
- ◆ To print a copy of this notice, click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ To continue claims processing, click again on **Bankruptcy, File another claim**. Your prior case number will be preserved for further claim entries to the same case. For a new case, simply type in the new number and repeat the process outlined above.

STEP 8 CLAIMS REGISTER

- ◆ To run the Claims Register, click **Reports** on the Main Menu Bar and then Claims Register hyperlink. There is a separate CM/ECF Claims Register lesson.